

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION

**STANDARDS FOR THE OPERATION
OF SCHOOL SAFETY PATROLS**

65



P 38.19
1.3
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Bulletin 65
HARRISBURG, PENNSYLVANIA
1931

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DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

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FOREWORD

Pennsylvania not only is obligated to build safe roads, but also to see that their use is safe, and to give instructions as to how children and grown-ups may keep from getting hurt.

School Safety Patrols not only protect young people, but develop character and leadership. I commend them to every citizen of the Commonwealth as an important part of safety education.

GIFFORD PINCHOT

September 29, 1931

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INTRODUCTION

Safety education is becoming increasingly important as a phase of the educational program. The school safety patrol is a valuable adjunct to safety education work. Section 404 of the School Code passed by the 1931 General Assembly provides as follows:

"In the exercise of this authority the board of school directors is empowered to organize school safety patrols and with the permission of the parents to appoint pupils as members thereof for the purpose of influencing and encouraging the other pupils to refrain from crossing public highways at points other than at regular crossings and for the purpose of directing pupils not to cross highways at times when the presence of traffic would render such crossing unsafe. Nothing herein contained shall be construed to authorize or permit the use of any safety patrol member for the purpose of directing vehicular traffic nor shall any safety patrol member be stationed in that portion of the highway intended for the use of vehicular traffic. No liability shall attach either to the school district or any individual, director, superintendent, teacher or other school authority by virtue of the organization, maintenance or operation of school safety patrol organized, maintained and operated under authority of this section."

The Department of Public Instruction, Bureau of Motor Vehicles of the Department of Revenue, and the Department of Highways have developed standards for the operation of school safety patrols. Working under the direction of Benjamin G. Eynon, Commissioner of Motor Vehicles, and James N. Rule, Superintendent of Public Instruction, a committee composed of W. W. Matthews, Deputy Commissioner of Motor Vehicles; H. K. Craig, Engineer, Department of Highways; Wilson C. Price, Superintendent of the Pennsylvania State Highway Patrol; W. G. Moorhead, Director of Health and Physical Education; Charles D. Vibberts, Supervisor of Health and Physical Education; Lee L. Driver, Director of Rural Education; and W. H. Bristow, Deputy Superintendent, Curriculum Bureau with the assistance and cooperation of the National Safety Council and motor organizations, has formulated standards for the operation of school safety patrols in accordance with provisions of the School Code. Miss Idabelle Stevenson, Executive Secretary, Educational Division, National Safety Council, rendered particularly valuable service in connection with the formulation of these standards. For pictures of School Safety Patrol Activities, we are indebted to Mr. Joseph A. Berrier and his staff. Working under the direction of W. H. Bristow, Deputy

Superintendent of Public Instruction, Mr. Charles D. Vibberts prepared this bulletin in its present form.

A plan has been developed whereby through requests from county and district superintendents, members of the Pennsylvania State Highway Patrol may be made available for the training of safety patrols in cases where local police are not in a position to give this service.

The opportunities offered by school safety patrols both for the protection of children and in the training for citizenship and character should commend it to all school authorities in the State.

JAMES N. RULE,
Superintendent of Public Instruction

October 1, 1931

THE NEED FOR PROTECTION

The enormous increase in vehicular traffic within the past few years has necessitated additional means of protection for school children going to and coming from schools. Many school crossings are unprotected by traffic policemen, although the problem has been partially solved by the formation of various types of school safety patrols.

The fact that the annual toll in Pennsylvania according to available data averages 378 children killed and about 5000 injured between the ages of 5 and 14 during the past five years in itself justifies the need, especially when it is shown that for the past two years the national trend indicates a 10 per cent decrease in fatalities for children of school age. In certain Pennsylvania communities where considerable local effort has been expended in child safety education, the same period showed even greater decreases.

Probably this is one of the more potent reasons for added protection, but there is also the consideration of the wide difference between law observance and law enforcement. An attitude of observance which has been instilled into young minds through education, will be more productive in later years of the results sought than the idea of compulsion or punitive aggression usually associated with law enforcement.

The use of patrols for safety work provides an opportunity for pupils to assume the responsibility of protecting their school mates in a very definite way. These organizations furnish excellent training in civic responsibility without unnecessarily endangering the children.

STANDARDS FOR THE OPERATION OF SCHOOL SAFETY PATROLS

1. Purpose. The purpose of safety patrols in the schools is to assist in training school children where and how to cross streets and highways. This purpose is attained by having patrols direct children and not traffic. Any attempt at the control of traffic by safety patrols is not recommended, and in fact is prohibited by law, since it is distinctly a police function requiring adult judgment and should not be delegated to children of school age.

2. Relation to Enforcement Agencies. A plan has been devised whereby a member of the Pennsylvania State Highway Patrol will be made available to schools to work in cooperation with superintendents, principals, and teachers, for the purpose of organizing school safety patrols. Requests for assistance should be made through the county or district superintendent of schools. Requests for service will be submitted by the superintendent to the Bureau of Motor Vehicles of the Department of Revenue.

In cities the cooperation of the local police should be sought through the assignment of officers to assist in training the patrols.

All preliminary work with reference to the organization of a safety patrol should be completed before a request is made to the superintendent for the services of the State Highway Patrol. This suggestion is made so that duplication of effort will be eliminated inasmuch as it will be possible for a number of situations to be covered at once.

Members of the State Highway Patrol will also be made available for principals' meetings. In this way the essentials necessary for organizing a patrol can be placed before a county group.



MEMBER OF PENNSYLVANIA STATE HIGHWAY PATROL INSTRUCTING SCHOOL SAFETY PATROL.

3. **Instruction of Patrols.** The faculty supervisor should be responsible for the instruction of the patrols and this instruction should be developed with the following general principles as controlling factors. The safety patrol prevents accidents by:

- a. Directing foot traffic.
- b. Eliminating "Jay Walking"—encourage children to cross streets at corner.
- c. Keeping children out of the streets.
- d. Discouraging the "stealing" of rides on wagons and automobiles.
- e. Assisting in assembly, recess, dismissal, fire drills and at playgrounds.

Provides opportunities for development of:

- a. Character—by stressing loyalty, obedience to authority, restraint and cooperation.
- b. Citizenship—by fostering respect for law and individual responsibility for assistance to local officials.
- c. Leadership—by encouraging pupil organization and administration under competent direction.

To help children help themselves and to develop the instinct for leadership and instruction among the members of the safety patrol, the following principles are suggested as those necessary for patrol members to instill into the children under their immediate supervision:

- a. Walk on the sidewalk. If there is no sidewalk, walk on the left side of the road, facing approaching traffic.
- b. When in groups on highway, walk in single file or not more than two abreast.
- c. Before crossing the street, look first to the left and then to the right.
- d. Do not play games along the street or highway, while at school, or while going to and from school.
- e. Do not roller skate in the street or on the highway.
- f. Do not heedlessly run into the street or highway after a ball.
- g. Do not "hitch" onto trolley cars, wagons, or automobiles.
- h. Do not run into the street or highway from behind parked automobiles or moving vehicles.
- i. Do not hold an umbrella in a manner that will obstruct your view of the road in front.
- j. When riding a bicycle on the highway keep close to the right side of the road.
- k. Do not "beg" or accept a ride from strangers along the highway.
- l. If on the highways after dark, carry a white handkerchief, or

wear white arm band on the left arm, visible to approaching traffic.

- m. Look both ways before proceeding across railroad tracks, especially if a train has passed—there may be another train coming. When disc or light is swinging or lights are flashing, stop clear of all tracks and look for approaching train.
 - n. Observe all warning signs.

4. Administration.

- a. **Selection.** Members should be appointed from upper grades by the principal or faculty supervisor responsible for such an organization. These members should be selected for their leadership and reliability. They should be courteous, quiet and helpful. Service as a member must be approved by the parents or guardian. Members may be changed at the discretion of the principal or responsible faculty advisor. The following pledge, which should be taken by each prospective member, will emphasize the duties and responsibilities of the service.

The Patrol Pledge*

I will obey all safety rules and encourage others to do the same.
I will do all in my power to safeguard the lives of all children. I
will be prompt and obedient. I will be loyal to my patrol, school
and community.

Date

Name _____

- b. **Size:** The size of the patrol may vary depending on traffic conditions, number of crossings, number of school conveyances and enrollment of schools. There should be at least two sets of officers and guards so that they may be rotated or changed periodically. Officers should be appointed for at least a semester. Guards may be changed more frequently. A new guard should work for at least a week under the direction of one who has previously served before assuming full control of a position.
 - c. **Insignia.** The standard insignia suggested for patrol members is a four inch arm band, *white in color*. This arm band may have the word "Guard" or the letter "G" stamped or sewed upon it. Where finances will permit, the use of the white Sam Browne belt made of two inch material is acceptable. The insignia

* Drill Manuel—Philadelphia Public Schools.

should always be worn while on duty. Auxiliary equipment such as badges, white rain capes, et cetera, should be standard throughout the community if possible.

- d. **Hours.** The patrol members should be on duty at least ten or fifteen minutes before the school opens and remain there a few minutes after the last bell. At dismissal of school they should leave three minutes early and remain on duty while children are leaving. It is suggested that all classes be dismissed at the same time. If this cannot be done, the size of the patrol should be increased and members rotated so that no member shall be absent from his class too long.

e. **Duties of Officers and Guards.**

- (1) A faculty sponsor or faculty advisor.
- (a) Select by procedure established in the school, the members of the school safety patrol.
 - (b) Train officers and guards in their duties and responsibilities.
 - (c) Assume general responsibility for the organization and operation of the patrol.
 - (d) Transmit reports and keep in contact with organizations and officials through proper sources.
 - (e) Aid in coordinating the safety education work of the school through the assembly, home room, club, school paper, and other activities.

(2) Officers.

- (a) The captain should
 - Station his guards and see that they are on duty on time.
 - Assume authority over his patrol while on duty.
 - Report all offenders to the supervisor.
 - Conduct daily inspection.
 - Make reports to advisor.
- (b) The lieutenant should assist the captain and serve in case of the captain's disability or absence. Where there are two or more corners to be patrolled, the captain should not be on duty at any given point, but should be free to go from one corner to another to see that all members are on duty and working according to instructions. Other officers may be designated as necessary.
- (c) The guards should
 - Safeguard the lives of all children by regulating foot traffic.
 - Station themselves on the sidewalks near the curb (not in the street) and signal to children directing them when to cross according to established procedure.

f. **Equipment and Procedure of Guard.** Whistles shall not be used. Amber colored flags 18" x 18", attached to bamboo poles not over 6' in length may be used to *direct children only*. The word "STOP" on these flags is prohibited, however, the word "CAUTION" may be used. When flags are used the staff should first be dropped across the path of the children about to cross the street or highway. When the highway is clear of vehicular traffic the staff should then be turned parallel to the path the children will take in crossing.

Under no circumstances may the flag be used for the stopping or direction of vehicular traffic, nor shall any patrol officer or guard be stationed in that portion of the highway intended for the use of vehicles.

When flags are not used, the guard will station himself on the sidewalk near the curb in a position to observe vehicular traffic, and will control the movement of the children by extending both arms in the same manner as prescribed for the use of the flag-staff.

5. **Reports.** The efficiency of a guard is measured by the absence of accidents and irregularities at his station. The captain of each patrol should be required to make a daily report of the patrol activities to his faculty advisor. Accidents to pupils coming under the observation of a guard should be specially reported. Such reports should be given to the captain who will transmit them to the faculty advisor.

Suggested forms may be found in the appendix.



SHOWS GUARD DIRECTING LINES OF CHILDREN USING FLAG.
FLAG DROPPED ACROSS PATH OF CHILDREN.



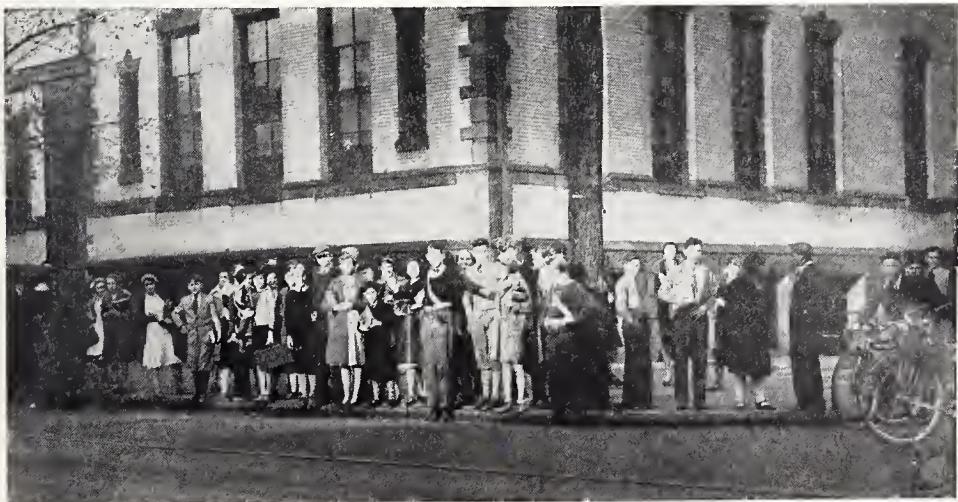
SHOWS GUARD DIRECTING LINES OF CHILDREN USING FLAG. FLAG IN POSITION WHEN CHILDREN ARE CROSSING.

6. Rural Safety Patrols. The two chief needs for school safety patrols for the rural school children are:

- (1) In crossing streets when loading and unloading school conveyances.
- (2) Training pupils to walk against traffic when coming to and from school.

The duties of the school safety patrol must center, therefore, around these two situations.

A guard should be assigned to each school conveyance. His duties shall be:



GUARD DIRECTING LINES OF CHILDREN WITHOUT USE OF FLAG.
POSITION OF ARMS TO PREVENT CROSSING.



GUARD DIRECTING LINES OF CHILDREN WITHOUT USE OF FLAG.
POSITION OF ARMS WHEN CHILDREN ARE CROSSING.

- (1) To be first off the conveyance at each stop.
- (2) After alighting he shall look for approaching vehicles. When the road is clear in both directions, he shall permit the children to alight. If the bus has a front exit the children shall cross in front of the conveyance. If a rear exit is used, children shall cross in the rear of the conveyance.
- (3) The driver shall not start the conveyance until the guard has resumed his seat.
- (4) The conveyance shall stop on the right side of the road at all times with all wheels off the paved surface where possible.



INSTALLATION OF A SCHOOL SAFETY PATROL, SCRANTON
PUBLIC SCHOOLS.



PREPARING TO LEAVE SCHOOL ON BUS. GUARD AIDS IN LOADING.

Guards shall also be assigned to supervise those pupils who walk to and from school. The duties of such guards shall be the same as those outlined in the standards for the operation of school safety patrols. It is particularly important that these patrols shall:

- (1) See that children leave the school property on the proper side of the highway, facing traffic.
- (2) If it is necessary for some children to cross the road immediately in front of the school, the guard shall use the same procedure as has been outlined in the standards.



LEAVING BUS UNDER DIRECTION OF GUARD.

PUPIL COOPERATION

To be successful, the school safety patrol MUST HAVE the respect and cooperation of the entire student body. There are several ways of building up and maintaining the proper spirit. The principal and teachers should discuss program two weeks before organization.

Through their teachers and the principal, all pupils are made familiar with the school safety patrol. They know that the guards are authorized to direct them and they will obey them if they are COURTEOUS.

Hence, it is very important that each guard understand HOW to direct the pupils. A guard should never attempt to enforce his orders by physical force. If a pupil persists in violating the rules, he should be reported to the Captain, who will refer the matter to the faculty advisor.

The patrols should take advantage of school assemblies to bring before the student body the importance of their work. This may be accomplished by short talks and demonstrations which should be prepared with the help of the teacher, faculty advisor, or principal. If the local police or State Highway Patrol are cooperating by the assignment of officers to assist in training and guidance of the patrols, this will provide an excellent opportunity for talks and demonstrations by these officers.

PARENTS COOPERATION

An effort should be made during first two weeks of term to enlist the support of all parents in the work of the school safety patrol, and in helping the children to observe safety measures. Charts should be prepared showing the route which should be followed by pupils in going to and from school. This is particularly important for children when they first enter the kindergarten or elementary school. Parents should then be asked to instruct their children to follow these routes. Much help can be secured from the local parent teacher association in this work.

Parents may unintentionally handicap the good work of the school safety patrols by parking near schools and beckoning their children to drop out of a group being escorted to the nearest intersection for safe crossing. In extreme cases parents have parked on the opposite side of the street from the school and beckoned children to "Jaywalk!" It is often desirable to request local authorities to establish "No Parking" areas adjacent to schools, thus requiring parents waiting in automobiles to park at such points as not to interfere with the proper operation of the Patrol. This "No Parking" rule near Safety Patrol Post will assist guard in carrying on his work. He will not be compelled to go into the street to see if traffic is approaching.

APPENDIX.**Appendix I****CAPTAIN'S DAILY REPORT**

<u>Post No.</u>	<u>Guard</u>	<u>Remarks</u>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

DateCaptain**Appendix II****SPECIAL REPORT**GuardDateName of PupilGradeWhere Accident OccurredCause of Accident

Appendix III
APPLICATION BLANK

To

I hereby apply for membership in the School Safety Patrol of School. If accepted, I will obey the rules and regulations laid down for School Safety Patrol members and do all in my power to promote safety.

.....
Signed

APPROVAL OF PARENT OR GUARDIAN

In accordance with the requirements of Section 404 of the Pennsylvania School Code, I hereby give my consent to have act as a member of the School Safety Patrol of the school, if he is accepted for this service.

.....
Date

.....
Signed

.....
Address

Reverse Side

ACTION ON APPLICATION

.....
Date

.....
Faculty Advisor

This application blank to be on file for reference.

Appendix IV**SUMMARY OF ACCIDENTS TO SCHOOL CHILDREN
ON STREET AND HIGHWAYS, BY GRADES****Students Killed and Injured, By Grades**

Cause	K	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
Crossing at intersection with signal													
Same—against signal													
Same—no signal													
Same—diagonally													
Crossing between intersections													
Playing in street													
Riding or hitching on vehicle													
Getting on or off other vehicle													
Coming from behind parked cars													
Bicycle riding													
Running off sidewalk into street													
Other causes													
Total													

Inclusive Period

Faculty Supervisor

Appendix V

STUDENT ACCIDENT REPORT

Every child in the public schools of is to report on this card every accidental injury which requires medical attention or which keeps him out of school one-half day or more. Teachers should fill out reports where children injured are unable to do so for any reason.

WHO WAS HURT?

Name Address

Age Sex School attended Grade

WHEN DID ACCIDENT HAPPEN?

Date Time A.M. P.M.

WHERE DID ACCIDENT HAPPEN?

At school? If so, in building or on playground?

On the street? If so, where?

Was this an automobile accident?

If on the street was it on the way to school? From school?

At home? If so, was it in the house? Outside house?

If somewhere else, state where

HOW DID ACCIDENT HAPPEN?

What was person doing when hurt?
(Playing baseball, crossing street,

jumping rope, climbing stairs, sawing wood, washing dishes, building
fire, etc.)

Describe the accident

.....
.....
.....

WHAT KIND OF AN INJURY WAS IT?

.....
(Broken arm, fractured skull, cut finger, bruised toe, burned hand, etc.)

Was a doctor called? If so, state his name and address

.....
.....

Number of days kept from school

Signature of Teacher

Note: When School Safety Patrol Members are assigned to other duties during school hours, the forms provided by the National Safety Council, shown in Appendices V and VI, may be used.

Appendix VI

STUDENT ACCIDENT SUMMARY, Month of 19
City **School** **No. of school days in above month**

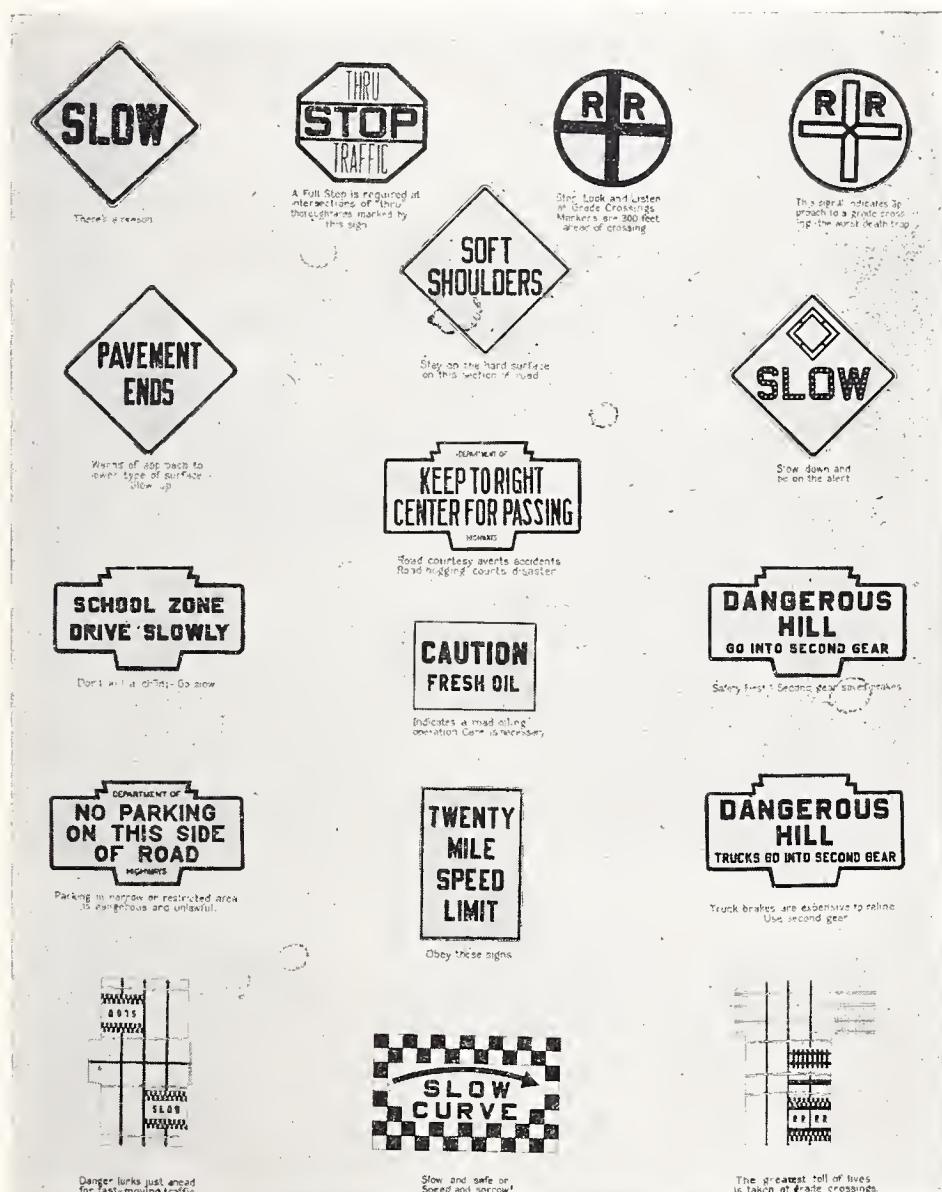
CLASSIFICATION	(A) Students Killed	(B) Students Injured	STUDENTS KILLED AND INJURED, BY GRADES											
	(C) Kindergarten	(D) 1st Grade	(E) 2nd Grade	(F) 3rd Grade	(G) 4th Grade	(H) 5th Grade	(I) 6th Grade	(J) 7th Grade	(K) 8th Grade	(L) 9th Grade	(M) 10th Grade	(N) 11th Grade	(O) 12th Grade	(P) Un-class.
1. GRAND TOTAL -----														
2. School Buildings—Total -----														
3. Class Rooms -----														
4. Auditorium -----														
5. Cafeteria -----														
6. Laboratories -----														
7. Vocational Shops -----														
8. Domestic Science Dept. -----														
9. Gymnasium -----														
10. Swimming Pool -----														
11. Showers -----														
12. Dressing Rooms & Lockers -----														
13. Toilets and Wash Rooms -----														
14. Corridors -----														
15. Stairs and Stairways -----														
16. Other Building Accidents -----														
17. School Grounds—Total -----														
18. Apparatus—Swings -----														
19. " —Slides -----														
20. " —Teeters -----														
21. " —Bars -----														
22. " —Other -----														
23. Athletics—Baseball -----														
24. " —Football -----														
25. " —Basketball -----														
26. " —Soccer -----														
27. " —Track Events -----														
28. Other Organized Games -----														
29. Other School Ground Acc. -----														
30. Going to or from School—Total -----														
31. Motor Vehicle Accidents -----														
32. Other Accidents -----														
33. Home Accidents—Total -----														
34. Falls -----														
35. Burns, scalds, explosions -----														
36. Asphyxiation, suffocation -----														
37. Poisons -----														
38. Cuts and Scratches -----														
39. Other Home Accidents -----														
40. Other Accidents—Total -----														
41. Motor Vehicle Accidents -----														
42. Other Accidents -----														
43. Enrollments -----	T	O												
44. Days Lost—This Month's Accidents -----	T	O												
45. Days Lost This Month from Previous Months' Accidents -----	A	L												

Report made by _____

Title _____

Send one copy of this report each month to the National Safety Council, 20 N. Wacker Dr., Chicago, or, if all schools in the city use these forms, send one copy to the city superintendent's office instead.

Appendix VII



Note: The signs shown above are those used by the Pennsylvania Department of Highways. All school children should be taught the meaning of these signs.

